

Dining Facility Records/Files Management Checklist

Action Officer _____ Records Manager _____

Dining Facility Records Clerk _____ Date: _____

Description	Yes	No	N/A
1. Is AR 25-400-1 Army Records Information Management System (ARIMS) available for reference?			
2. Are the personnel responsible for records and files management familiar with the ARIMS Website and how to access Record Retention Schedules (RRS-A)?			
3. Are the dining facilities records identified IAW the prescribing directive? DA Pam 30-22 (Change 1), 1-5 Files			
Comments:			
4. Are records complete prior to filing with unnecessary attachments removed?			
5. If information is missing from records, is there an attached note explaining steps taken to recover information?			
6. Are <u>ALL</u> containers (filing cabinets, boxes, record holders, etc.) clearly labeled?			
Comments:			
7. Is the dining facility using an Office Records List (ORL)- optional , or a Records Index to identify records within containers?			
8. If a Records Index is being used, is it posted in clear view and easily accessible for records identification and retrieval?			
9. Are records in the same record category (i.e. 30-22a/30-22b, FY/CY, K/T) separated by file guides/dividers?			
Comments:			

Description	Yes	No	N/A
10. Are file guide/dividers clearly labeled with the required records information and descriptions IAW ARIMS?			
11. Does the first file guide/folder label in a category or series of records have all the required information IAW ARIMS? (Record Category, Record Title, Year, PA Number, and Disposition.)			
12. Are records arranged for ease of identification and retrieval?			
Comments:			
13. Are ALL folders/files labeled and clearly marked? (Record Category, Record Number, Record Title, Year, and Record Descriptions.)			
14. Do folder/file labels have information which clearly identifies their contents?			
15. Do folder/file labels have too much information making it difficult to easily identify and retrieve records?			
Comments:			
16. Does the dining facility have sufficient record storage space and record supplies for their operation?			
17. Are 6 month active/6 month inactive and 1 year active/ 1 year inactive records being managed as a group and rotated as a group?			
18. Are Keep (K) records being destroyed IAW ARIMS when they have reached the end of their retention schedule?			
19. Are Transfer (T) records being transferred to the RHA IAW ARIMS when they have reached the end of their retention schedule?			
20. Are records being maintained and managed past their required retention schedule?			
Comments:			

Description	Yes	No	N/A
21. Does the dining facility review current records monthly, quarterly, and annually?			
22. Does the dining facility review records held past their record retention schedule, at a minimum, annually?			
23. Can records be easily located, identified, and retrieved by Reviewers, Evaluators, and Inspectors? (Food Advisory personnel, Record Managers, FMAT personnel, and Philip A. Connelly evaluating personnel.)			
Comments:			
Additional Comments:			